

Distance Learning Training Agreement

Manager/Employee Discussion & Distance Learning Training Agreement (DLTA)*

Subject: Participation in Training via Distance Learning

**Required for all manager-approved distance learning events EXCEPT
does NOT apply to IVT/ATN live broadcasts.*

Between _____ (employee)

And _____ (manager)

Note: The purpose of this DLTA is to provide optimum conditions for an employee to complete approved training. Managers should provide an atmosphere appropriate for learning, as well as an appropriate amount of time during the regular workday. This form documents the outcomes of a discussion/agreement between the employee and manager on details of how the distance learning training will be completed.

1. Description of training event: (name, number, estimated hours for completion):
2. Outline below a plan for completion of training. Include when, where, and how this will be accomplished. Participation in training outside of the normal work schedule must be agreed upon in advance, with supervisory approval, and will be compensated appropriately.

Example: *Jane agrees to work on the web-based course at her workstation from 8 am to noon Tuesdays and Fridays until the course is completed. Jane's supervisor agrees that during that time, Jane will not be available for regular work assignments. Teammates will be notified of the scheduled training and will be asked to avoid interrupting the employee in training.*

Agreement: (please list details)

3. Discuss priority setting for other job duties in order to allow time for training and document below.

***Example:** It is agreed that work on Project XYZ will be delayed by one week due to the time devoted to completing the distance learning course.*

Agreement:

4. Discuss and agree upon frequency of verbal distance learning progress reports to manager and document the procedure below. No written progress reports are required.

Example: Employee will provide verbal progress reports to the manager every 2 weeks.

Agreement:

5. For self-paced courses, time required to complete is an estimate only, and should allow for individual differences. After periodic progress reports as specified in the previous item, the manager and employee will discuss how to proceed if the time to complete is expected to exceed 20% over the estimated time.

☐ Discussed

6. For courses or portions of courses that must be completed before on-site attendance at a resident classroom course, the course manager will verify completions. The course manager will notify the AIR training manager and/or the employee's manager of any non-completions before travel commences. Students will be disenrolled from the resident course if they do not fulfill the upfront requirement.

☐ Discussed

Manager's Signature _____ Date _____

Employee's Signature _____ Date _____